

Frequently Asked Questions

When do I need to complete a DCASE Special Event Permit?

- When the event has one or more of the following components:
 1. Will close City Streets (street closures are not allowed for private events)
 2. Will prepare Food on a public street/sidewalk or private property (event open to the public)
 3. Will serve Alcohol
 4. Will sell Merchandise
 5. Will have Tent(s) larger than 20' X 20' (400 sq. ft.)
 6. Will have Stage(s) over 24" tall (2 ft.)
- **Bar Crawls:** If the event will
 1. Expected to exceed 500 participants.
 2. Includes 5 or more stops/participating establishments, **OR**
 3. Includes 3 or more stops/participating establishments located within the same block.

When do I need a Chicago Park District Permit?

- Events taking place on park property (most green space and lakefront trail) require a permit from the Chicago Park District: <https://www.chicagoparkdistrict.com/permits-rentals/special-event-permit-application-process>

Do I need a letter of No Objection from the Alderman of the Ward?

- No. A No Objection Letter are not required as part of the Special Event Permit Application. Organizers are asked to send a letter to the Alderman's office with a brief description outlining the planned activities (stage, food, beer-wine-spirit sales...) for awareness. Aldermen can formerly object to an event by sending written notice to the Department of Cultural Affairs & Special Events.

Do I need a Police Commander Review Letter from the Police Commander of the District?

- Yes. A Commander Review Letter is required before a Special Event Permit can be issued. However, event organizers will no longer reach out to the Police Districts directly; event information will be communicated through DCASE and the City review process.

What are the costs associated with producing an event in the City of Chicago?

- DCASE Processing Fee:
Submitting a Special Event Application to DCASE fee starts at \$100 (60 or more days out) and increases the closer you get to your event date. **Application may be submitted up to 180 days prior to the event.**
 - \$100 (60+ days before event)
 - \$200 (59-45 days before event)
 - \$500 (44-30 days before event)
 - \$1,000 (29-22 days before event)
 - \$2,000 (21-14 days before event)
 - **NO** applications are accepted less than 14 days before the event.

- Food:
 - *Special Event Food License Fee - \$75*
- Pop-Up Retail User Application (selling merchandise):
 - *\$25 per vendor*
- Liquor:
 - For profit
 - State Liquor License Fee - \$150 (1 day) **OR** \$250 (2-15 days)
 - City Fee - \$150 (if received 20 days before event)
 - Non-for-profit
 - State Liquor License Fee - \$25
 - City Fee N/A
- CDOT:
 - *There are fees from CDOT if streets will be closed/used.*
- Traffic Management:
 - Event Organizers cannot manage traffic. Volunteers/private security companies do not have jurisdiction to manage traffic this must be done by TMAs or Police.
 - If TMAs/Police are not at the event - resources were not available or the City did not feel resources were needed.
 - There is cost associated with TMAs assigned to events - how many are assigned and for how long depends on roads affected.
- Park District:
 - *Permitting and fees for Chicago Park District property are separate from the City of Chicago.*

Who can I reach out to for help?

DCASE Permits Team: SEPermits@cityofchicago.org